

Request For Proposal (RFP)

NATO SPECIAL OPERATIONS EDUCATION, TRAINING, EXERCISES AND EVALUATIONS (ETEE) SUPPORT

ITSS Order ID: ID03180022

Order Type: Time and Material (T&M)

Contract Vehicle: OASIS Unrestricted Pool 1

Ordering Procedure: FAR Subpart 16.505

The purpose of this Request for Proposal (RFP) is to obtain a proposal to satisfy requirements of the Performance Work Statement (PWS).

Basis for Award: The Government's intent is to evaluate the submitted proposal (see instructions) against the criteria set forth below and then determine which proposal represents the best value that meets the requirement, considering price and other factors (tradeoffs). The Government reserves the exclusive right to make this determination of the best value and may award the task order to other than the lowest priced proposal if it is determined that the higher price is justified in return for the technical superiority of the higher priced proposal. The Government anticipates selecting an awardee and issuing a task order award based on initial proposals received; therefore, Offerors are cautioned to submit their best price and technical proposals upfront.

The Government, however, reserves the right to conduct discussions if the Contracting Officer (CO) determines them to be necessary, and in the best interests of the Government. If the CO determines that discussions are necessary, the CO will limit the number of proposals to be considered to the greatest number that will permit an efficient competition among the most highly evaluated proposal packages.

RFP Attachments:

The following attachments are included with this RFP:

- Attachment 1 – PWS and Attachments
- Attachment 2 – Pricing Template
- Attachment 3 – Organizational Conflict of Interest (OCI)*

*The Offeror shall complete, sign, and submit the OCI Certification as part of the proposal submission.

RFP Instructions:

ALL PROPOSALS MUST BE SUBMITTED VIA GSA'S IT-SOLUTIONS SHOP (ITSS) AT <http://portal.fas.gsa.gov>.

Proposal Due Date/Time: All submission must be submitted on or before **07 June 2018 at 4:00 PM ET.**

Pre-Proposal Conference:

Date: 05/10/2018

Time: 11:00 AM Eastern Time

Purpose:

- To explain the RFP instructions and attachments.
- Answer questions directly related to the RFP and attachments.

- No technical questions are permitted.

Meeting Space Information:

URL: <https://meet.gsa.gov/r2n3z9zjyguh/>

Conference Number(s):

- **US (Toll):** (b) (6)
- **US (Toll Free):** (b) (6)
- **Participant Code:** (b) (6)

Questions Due: All questions shall be submitted via email no later than May 15 2018 at 4:00 PM ET to the following:

- Contracting Specialist: Thomas.McCarthy@gsa.gov, Phone: 215-446-5808
- Contracting Officer: Alexander.Garcia@gsa.gov, Phone: 215-446-5868

Inclusion of assumptions, caveats, or exceptions to the requirement may result in the proposal no longer being considered.

Proposal Submittal Instructions:

The written submission shall be broken into two volumes: Volume 1 – Technical Proposal and Volume 2 – Price Proposal.

Note 1: Volume 1 and Volume 2 of your offer should include the following legend on each page: “Source Selection Information - See FAR 2.101 and 3.104”

Submission Formatting Requirements:

Volume 1 – Technical Proposal shall be formatted as follows:

- Page Limitation: 10 pages maximum, Single-Spaced
- Page Size: One-sided, letter size (8.5” x 11”)
- Font Size: no smaller than 11-point font size
- Font Type: Times New Roman (or other common font)
- Tables, Graphics, & Illustrations: 9-point font size and single spacing is acceptable; an abundance of technical information submitted in narrative format within these items is not acceptable.

Volume 2 – Price Proposal shall be formatted as follows:

- Use Attachment 2 - Pricing Template
- Page Limitation: None

Evaluation Criteria:

The evaluation criteria are listed in descending order of importance. The technical factors when combined are more important than price. However, price is always evaluated and price rises in importance when technical merit among the proposals becomes more equal.

Volume 1 – Technical Proposal

FACTOR 1: TECHNICAL APPROACH (Included in the Volume 1 page limitation)

In order to determine the offeror's ability to successfully meet the requirements of the PWS Section 5.0, the Offeror shall submit a technical approach that includes sub-factors a. through c. below. Sub-factors a. through c. are in descending order of importance.

- a. Describe your approach to developing course objectives, practical exercises and supporting course materials (i.e handbooks, student manuals, handouts, slide presentations, etc.) for residence and web-based formats supporting Special Operations Forces (SOF) courses. Under this sub-factor, the government will evaluate the extent to which the information both demonstrates the offeror's understanding of international SOF learning environments and presents an effective, and efficient technical approach to satisfying the requirements of the PWS.
- b. Describe a viable technical response to an unplanned request having been given only one week's notice to instruct an operational and strategic level international course and graduate level lecture. Under this sub-factor, the government will evaluate the offeror's flexibility to respond to evolving curriculum priorities.
- c. Describe your technical approach to provide solutions for mobile devices that enhance education, training, and readiness and support the integration of tools and applications into SOF or military courses. Under this sub-factor, the government will evaluate the offeror's ability to utilize emerging technologies.

FACTOR 2: SPECIALIZED EXPERIENCE (Included in the Volume 1 page limitation)

The Government will evaluate offeror's specialized experience in providing project management, administrative, education and training services, as outlined in PWS Section 5.0, that support Special Operations Forces. The offeror must demonstrate experience that is recent (within the past five years), relevant, and flexible. Offerors should provide examples that include the following information:

- Experience in hiring, managing and retaining a geographically dispersed, multinational staff with SOF expertise in:
 - developing and executing courses;
 - developing and publishing doctrine; and
 - supporting military exercises.
- Experience responding to emerging requirements that disrupt planned assignments.
- Experience implementing lessons learned from military exercises into future training, exercises, and publications.

There is no limit to the number of examples an Offeror may provide however examples shall adhere to the Volume 1 page limit. For each example, the Offeror shall provide the following information in a format similar to Table 1 below:

Table 1: Sample Specialized Experience			
Project Title:		Name of Customer Organization:	
Company:		Contract Number:	
Prime Contractor:		Role of company performing this example (i.e., prime contractor, subcontractor, teaming partner, or other)	
Period of Performance (MM/YYYY)		Dollar Value:	Number of hours:
From:	To:	\$	
Description of Specialized Experience:			

Volume 2 – Price Proposal

The offeror shall include a cover letter with the following information:

- Offerors' DCAA and/or DCMA Points of Contact to include: name, phone number, and email address.
- Statement that the proposal is valid for 120 days from the closing date of the RFP.

The offeror shall submit a price proposal using Attachment 2 – Pricing Template. The price proposal shall include a subtotal for each performance period and a total price for the submitted proposal.

For CLIN x002, Optional T&M Ceiling, the Government has included a formula that calculates 25% of the proposed ceiling for CLIN x001, T&M Labor. This CLIN may be exercised in full or in part if additional ceiling is required for within scope requirements.

For CLIN x003, Other Direct Costs (ODCs), the Offeror shall include the Government provided Not-to-Exceed (NTE) amounts in subtotals and totals. Only the Government provided NTE amount is authorized. The Government will not pay any applied indirect rate unless the rate was part of the pricing proposal.

The proposal shall be derived from the labor category(s), skill mix and rate(s) on the offeror's OASIS Unrestricted GWAC. For each labor category the Offeror shall include the SOC # and Labor ID # that

aligns with OASIS GWAC Section J.1, Attachment (1), OASIS Labor Categories and Bureau of Labor Statistics Service Occupational Classification.

Contractor Manpower Estimate

The below table contains the Government's Contractor Manpower estimates for performance of this requirement. Contractor Manpower amounts assume a 12-month period of support (based on 1,920 work hours/year) for each task/subtask as if it were staffed for a full 12 months. This information is provided for reference only and is subject to change based on mission and evolving operational needs

PWS Section	Functional Role, (Specialty)	Contractor Manpower Estimate (FTEs)
5.1.1	Project Manager	1
5.1.1	Project Analyst	1
5.1.2	Administrative Assistance	1
5.2	Program Manager	1
5.2	Business Financial Analyst	1
5.3.1	Training and Education Design SME	2
5.3.1	Training and Education Development/Implementation SME	2
5.3.1	Training and Education Evaluation/Assessments SME	2
5.3.1	Distance Learning Training Course Developer	1
5.3.2/5.5.3/5.6	Course Trainer (in residence)	8
5.3.2	Distance Learning Delivery SME	3
5.3.3	Administrative Consulting SME	0.5
5.3.4	Global Programming Management Consultant	0.5
5.4	Publication/Technical Developer/Editor	1
5.5	Strategic SME	0.5
5.6	Coaching/Mentoring Consultant	0.5
Total		26

This information is provided for reference as a 'benchmark' for estimating the level of support needed to fulfill the requirements under this task order. The information is not intended to represent the required staffing solution and may not accurately reflect the government's future needs. Rather, Contractors are advised to carefully review the PWS and associated attachments and propose a staffing solution that best fulfills the requirements.